



Community Action Partnership
Head Start/Early Head Start Policy Council
Minutes

Early Head Start Multipurpose Room
338 1st St SE, Dickinson, ND 58601

Date: January 23, 2019

Time: 3:30 p.m.



Members Present: Deborah Fortner, Shanon Hayden, Bonnie Wells, Nicole Smith, Esmaralda Mejia, Stacy Kilwein, Bridget Miller

Members via Telephone: Paige Worley

Absent: Daymi Mandado, Kassy Raasch, LaKrisha Augare, Carlie Hageman (alt.)

Nonvoting Present: None

Staff Present: Jennifer Braun (HS/EHS Director), Erv Bren (CAP Executive Director), Karen Heidt, Administrative Assistant

Guest Present: None

Quorum Met: Yes

Call to Order: The meeting was called to order by Deborah Fortner, Policy Council Chair, at 3:30 p.m.

Policy Council Meeting Standards: Jennifer reviewed meeting protocol and asked Policy Council members to limit conversation during the meeting and to limit conversation to the agenda topic. She reminded members to turn off their cell phones during the meeting. Things not on the agenda should be discussed after the meeting.

Introductions were made.

Minutes: The minutes of the December 11, 2018, meeting were reviewed. There were no corrections. The minutes were approved and filed.

Committee Reports:

Finance Report: Bridget Miller, Treasurer, reviewed the November 2018 Financial Reports. The October Financial Reports were e-mailed to all Policy Council members prior to the meeting for their review.

The Head Start and Early Head Start fiscal year runs from February 1, 2018, through January 31, 2019.

Head Start November 2018 - The total remaining in the grant is \$152,427.22 with total expenditures of \$986,015.78.

Early Head Start November 2018 - The total remaining in the grant was \$165,792.00 with total expenditures of \$834,462.00.

USDA Reimbursement: Bridget reviewed the October, November and December 2018 USDA Reports. The USDA reports were filed.

CAP Credit Card Statement: Jennifer shared the CAP Credit Card Statement.

The Financial Reports, USDA Reimbursement and CAP Credit Card Statement Reports were filed.

CAP Governing Board: Erv Bren, CAP Executive Director, reported on the January 22, 2019, CAP Governing Board meeting. Highlights included: they reviewed and discussed financials; received an update on the COLA grant for Head Start and Early Head Start; and received training on Head Start eligibility, recruitment and selection. Policy Council members are invited to attend Governing Board meetings. The next Governing Board meeting is scheduled March 26 at 10-12 pm at Community Action.

Unfinished Business:

Second Reading of Policies:

Enrollment and Recruitment Policy: Jennifer reported on the suggested changes. Suggested changes include: added Labor and Delivery unit and deleted ~~Babykind Unit~~, added Connect Medical and deleted Badlands Choice for recruitment. Deleted “~~In the event there are Head Start eligible children enrolled as non Head Start due to lack of open Head Start slots, those children will be accepted first upon a meeting with the HS/EHS director, HS Education Coordinator, and HS/EHS Family Partnership will be held to discuss the Head Start opening prior to considering enrollment from the wait list.~~” and added “If an opening occurs during the program year, a meeting with the Director, Education and Family Partnership Coordinators will be held.” Updated points for the Head Start and Early Head Start wait lists. Added 10 points for “receives Parent Aide or Intensive In-Home Services and added 5 points for “receives social services (Medicaid, SNAP, WIC, etc.,” and deleted ~~Income Eligible and has under #10.~~

Shannon moved to approve the Enrollment and Recruitment policy for second reading approval. Bonnie seconded the motion. The motion carried.

EHS Center Based Eligibility Points: Jennifer reported that there are no suggested changes in the EHS Center Based Eligibility Points.

Bonnie moved to approve the EHS Center Based Eligibility Points for second reading approval.

Esmeralda seconded the motion. The motion carried.

New Business

Approval of Head Start Teaching Assistant: Jennifer reported that the recommendation is to hire Jessica Irizarry. She gave a brief bio on Jessica.

Stacy moved to approve the hire of Jessica Irizarry as a Head Start Teaching Assistant. Shannon seconded the motion. The motion carried.

First Reading of Policies: There were no policies for first reading.

Director’s Report: Jennifer Braun, Head Start/Early Head Start Director, presented the Director’s Report. Items included in the Director’s Report were: Key Indicators (November & December), Program Summaries, Attendance Analysis, Staff Changes/Resignations, and OHS Response to QIP Letter. Highlights include: Head Start and Early Head Start were fully enrolled in December with 128 children, they continue to work on medical records, Head Start has 57 children identified with a disability (42%), and they had five homeless families. Early Head Start has lost 21 children since August 1. Most of them aged out and went into Head Start or the DPS classroom when there were openings. Others moved or were ineligible for Head Start/DPS classroom. We had a site visit in December from the regional office. Family Partnership coordinated more than 100 holiday gifts for

Head Start and Early Head Start children; Nicole Smith from NDSU Extension Agency has been coming into the Head Start classrooms to introduce the Color Me Healthy curriculum. Funshine Express donated a book for each Head Start child. Resignations and staff changes include: the Health Coordinator was terminated. A resignation was received from Cathy Rustan, a teaching assistant in Jodi's classroom. The COLA grant is due March 1. A copy of the OHS Response to the QIP letter was emailed to Policy Council members. Jennifer reviewed the letter and answered questions. Discussion followed.

Parent Committee: There were no Parent Committee meeting minutes.

Reports from Community Members:

Nicole reported that they are having training for Lifestyle coaches for a diabetes prevention program. They hope to present a yearlong class on how to adopt healthier lifestyle changes. Stacy reported that they recently received training on how to work with parents who are caregivers for other family members or children with special needs. They may offer a class in the future in this area. They will be offering a book study on the Five Love Languages of Children. They may offer a class on how to communicate with teens in the future. They are offering training on Conscious Discipline for Head Start/Early Head Start staff on February 15. She is working with a group for Project ACE which will be offered in Dickinson on April 9 at the BAC. Project ACE brings awareness of what is going on in our community, risk behavior, how to keep our kids safe, etc. CEU's will be available. The registration cost is \$50. Parents and community members are invited to register. The Baby Fair is scheduled on May 4. The theme is "May the Fourth be With You." Paige reported that Social Services remains super busy.

Reports from Policy Council Members:

Deborah reported that Southwest Grain recently donated 3-4 boxes of food for the backpack program, 275 pounds of food for local food bank, plus \$100. A Shine a Light on Autism event will be held April 27 at the Dickinson Rec Center ice rink. They will have bouncy castles, games, door prizes and more. They are currently sponsoring a 50/50 raffle. The Children's Health and Safety Fair is scheduled on April 25

Announcements: Policy Council members were reminded to fill out there in kind forms, travel and childcare reimbursement forms.

Next meeting: The next Policy Council meeting is scheduled on Wednesday, February 20, at 3:30 pm.

Adjournment: The meeting was adjourned at 4:30 pm.

Submitted by:

Paige Worley, Secretary

Date